



## Commercial/Multi-Family Alteration and Minor Permit

### Electronic Submittal Requirements

#### Alterations- Interior remodel, bath remodel, kitchen remodel,

- ☐ Completed Application
- ☐ PDF copy of plans
- ☐ PDF structural calcs (if applicable)
- ☐ T24 Energy Calcs (if applicable)
- ☐ HOA Letter (if applicable)

#### Photovoltaic/ Energy Storage Systems/ EV Chargers

- ☐ Completed Application
- ☐ PDF Plans
- ☐ Spec sheets
- ☐ Load Calculations (required for ALL EV submittals and PV submittals when derating main breaker)
- ☐ HOA Letter (if applicable)

#### Swimming Pools/Spa

- ☐ Completed Application
- ☐ PDF copy of plans (Must include location of pool and equipment with distance to property lines shown on plans)
- ☐ PDF structural calcs
- ☐ Health Department Approval

#### AC/Heat Pump (replacement or new)

- ☐ Completed Application
- ☐ PDF copy of plans (must show location and distance to setbacks for the purposed equipment)
- ☐ Spec sheets (Must include Make, Model, Decibel level and nominal size of unit, tonnage)
- ☐ HOA Letter (if applicable)

#### Accessory Structures/Pergola/Exterior alterations

- ☐ Completed Application
- ☐ PDF copy of plans (must show location and distance to setbacks for the purposed structure/s)
- ☐ PDF structural calcs (if applicable)

#### Demolition (Structures/Pool)

- ☐ Completed Application
- ☐ PDF copy of site plan (show required tree protection on site plan for demolition of structure permit)

#### The following permits only require an application to be submitted:

Main Panel Upgrade  
Sewer line  
Water line  
Re-pipe  
Re-roof  
Drain Lines

Temp Power Pole  
Water Heater Replacement  
Window/Door Replacement (like for like)  
Furnace/Ducts  
Electrical re-wire/subpanel